



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

# Council Development Committee

Thursday, January 19, 2012  
10:30am-12:00pm

Meeting Location  
San Bernardino County  
Department of Public Health  
120 Carousel Mall  
San Bernardino, CA 92415  
(909) 388-0426/PCS Mobile (909) 693-0750

Teleconference Site  
Desert AIDS Project  
Situation Room, West Wing  
1695 North Sunrise Way  
Palm Springs, CA 92262-3702  
(760) 323-2118

*These facilities are in compliance with the Americans with Disabilities Act of 1992.*

## Agenda

<b>10:30</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	J. Houchen
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	<b>3. Members Privilege</b>	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b>	J. Houchen
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of December 15, 2011	J. Houchen
	<b>6. Old Business<sup>2</sup></b> 6.1 Review Policies and Procedures <ul style="list-style-type: none"> <li>• Section Four Membership (A-1)</li> </ul>	
	<b>7. New Business<sup>2</sup></b> 7.1 Roles and Responsibilities (A-2) 7.2 Membership Renewal Process	

	<b>8. Public Comments<sup>1</sup></b>	Members of the Public
	<b>9. Members Privilege</b>	PC Members
	<b>10. Review of Action Items</b>	PC Staff
	<b>11. Agenda Setting for Next Meeting</b>	PC Members/ J. Houchen
	<b>12. Roll Call*</b>	PC Staff
<b>12:00</b>	<b>13. Adjournment</b>	J. Houchen

<sup>1</sup> Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

<sup>2</sup> The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

\* Members must be present at both roll calls to receive credit for meeting attendance.

\*\* Attachment was not available at time of printing, but will be available at the meeting.

Requests for special accommodations (e.g., language translation) must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 388-0426.

All meetings of the Planning Council and its committees are open to interested parties from the general public. Notices are posted in compliance with the California Brown Act. Information regarding Planning Council meetings, and/or minutes of meetings are public records and are available upon request from the Planning Council Support Staff by calling (909) 388-0426 or by visiting the website <http://www.iehpc.org>.

Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 388-0426.

# Section 4: Membership and Nominations

## Contents

This section provides information about the Inland Empire HIV Planning Council's Open nominations process and attendance requirements. It supplements information provided in Article III of the Bylaws.

## Purpose

The Inland Empire HIV Planning Council is required under Ryan White legislation to use an open nominations process for the recruitment and screening of Planning Council members. The purpose of this policy and process is to establish a membership process and composition that meet legislative requirements and HAB/DSS policies and enable the Council to meet its legislatively and locally defined responsibilities, and to ensure that the process is clear and transparent.

## Policy

It is the policy of the Planning Council to specify, publicize, and follow clearly defined procedures for the recruitment, orientation, training, and retention of members and to ensure that the membership is representative of required service categories and reflective of the epidemic and of the geographic service areas of the Riverside/San Bernardino, CA Transitional Grant Area (TGA).

Planning Council membership must include the member categories needed to meet the representation requirements specified in the Ryan White legislation, as described in the Planning Council Bylaws. In addition, both the Council as a whole and the unaffiliated consumers must be reflective of the epidemic in the TGA.

## Open Nominations Process

### Recruitment and Outreach

#### Overview

1. The Council Development Committee coordinates an ~~annual~~ open nominations process based on Bylaws requirements that terms for Planning Council members are ~~for three years~~ and end December 31, with staggered terms so that approximately one-third of the membership terms end each year.
2. If the federally mandated and locally required membership categories are not currently filled or will become vacant or if the composition of the current membership does not reflect the demographics of the epidemic in the TGA, the Council Development Committee identifies the areas of needed representation and prepares to recommend the individuals for appointment to correct this lack of representation. The Committee determines recruitment needs for the annual cycle (including who will and will not seek reappointment) each year in

October and presents information on upcoming vacancies and needs to the Executive Committee and Planning Council in November to get its input and advice.

3. The Planning Council annual open nominations process is active year-round, but is especially active from August – October of each year to handle [annual nominations and renominations](#), as one-third of terms end, and to ensure required reflectiveness of the demographics of HIV/AIDS in the TGA. The Planning Council does recruitment and nominations throughout the year to fill vacant membership categories, and continuously accepts and reviews applications from consumers who are interested in Planning Council membership in order to have a pool of qualified candidates. The nominees for [Planning Council the annual process membership](#) are recruited and screened by the Committee in October, and referred to the ~~Executive Committee and to the~~ full Council in November. The Planning Council [votes whether or not to](#) approves ~~a slate of the~~ nominees in November, and then sends [the list of recommended nominees](#) ~~it~~ to the Board of Supervisors for review and appointment by the Chair of the Board of Supervisors as CEO.

### Recruitment

1. The Council Development Committee (CDC) recruits members for the Inland Empire HIV/AIDS Planning Council for the mandated membership categories.
2. The Council must ensure that at least one-third (33%) of its members are from the HIV infected or affected population and are unaffiliated – they are not staff members, consultants, or Board members of Part A-funded providers. The goal of the Council is to have HIV infected or affected people compose 50% of the total membership.
3. As required by the Ryan White legislation, the Council must ensure that the HIV infected or affected members and the total membership of the Planning Council reflect the epidemiology of the epidemic in the Riverside/San Bernardino, CA TGA, with particular consideration to disproportionately affected and historically underserved groups and subpopulations.
4. To guide the recruitment process, ~~Planning Council support staff~~ [Planning Council Staff](#) provides the Committee monthly current written reports on the status of the membership of the Planning Council, specifically on issues related to vacancies and reflectiveness as defined by HRSA.
5. Staff works with the CDC on an ongoing basis to publicize vacancies on the Planning Council. Depending upon the vacancy, various targeted approaches are used, including but not limited to: press releases, advertisement in HIV publications, and presentations at community meetings and health fairs and community events.
6. Materials used in recruitment include, at a minimum, application forms and brochures.
7. Potential applicants are asked to contact staff at (909) 388-0426 for more information, or access the website at [www.iehpc.org](http://www.iehpc.org). Staff sends the application and any relevant materials to the interested person, and follows up with the contact within two weeks if no information is received.
8. The Committee provides monthly updates to the Planning Council on its recent and planned recruitment activities.

## **New Candidate Application Process**

All individuals interested in membership to the IEHPC must apply and go through the review and nominations process.

### **Handling of Applications**

1. PC support staff provide all prospective applicants with an application packet that includes:
  - a. A membership application form
  - b. Requirements the potential applicant must fulfill before an application can be considered for membership (See Pre-Selection Attendance Requirements below)
  - c. A calendar of Council, Committee, and Subcommittee meetings (needed to meet the attendance requirements)
2. Once an application is received, staff develops a file for each individual, immediately follow up with the Chair of the CDC to advise of a new application, and inform the applicant of the pre-selection participation requirements described below.

### **Pre-Selection Attendance Requirements**

1. Applications are received, recorded, and filed, so they can be considered for membership on the Council once the applicant fulfills the attendance requirements.
2. Staff contacts each applicant to confirm that his/her application has been received and to explain that before the applicant is interviewed and considered, s/he must first meet pre-selection attendance requirements.
3. All applicants are first required to attend two (2) Planning Council or Executive Committee meetings and two (2) other committee or subcommittee meetings. This meeting attendance requirement can be satisfied with by having attended any applicable meetings within the previous three months prior to and the ~~within~~ three months after of making application for Planning Council membership.
4. If any attendance requirements are not met within the six month window, the application shall be shredded. If the ~~Once the~~ applicant wishes to they may reapply fulfills the attendance requirement, his/her application can be reconsidered and restart the process.

### **Interview Process**

1. Once an applicant who meets Planning Council membership requirements has met the Council/committee attendance requirements, s/he is interviewed. Staff works with the Council Development Committee to schedule an interview. Staff will inform the candidate of the time and location of the interview, and encourage the candidate to review information on the IEHPC web site in preparation for the interview.
2. The support staff prepares sufficient copies of the application to be reviewed by CDC members before the interview. Applications are kept in a secure location at Council Support offices. Only the CDC Chair and Co-Chair, the Community Co-Chair, the Health Officer Co-Chair, and the CDC members have access to the applications, in accordance with Federal and State laws.
3. The interview is designed to ensure that the applicant meets both overall membership criteria and the representation and reflectiveness requirements and other specific needs for the current recruitment effort. While the primary intent is to allow CDC members to ask

questions and have discussions with the applicant, the applicant shall also be allowed to ask questions and initiate discussion with the CDC members.

4. At least three (3) members of the Council Development Committee must be present to interview each applicant. The Committee or panel uses a set of consistent topics or questions in its interviews. The following topic areas are always covered during the interview:
  - a. The applicant's knowledge of and interest in the Ryan White program
  - b. Knowledge of HIV/AIDS services
  - c. Experience working with historically underserved populations and those with co-occurring conditions
  - d. The roles and responsibilities of Planning Council members and ability to meet them
  - e. How the applicant believes s/he can contribute to the Council's work and success, including specific skills, interests, and experience the applicant will bring
  - f. Time commitments and meeting schedules and the applicant's ability to meet them and to participate actively – including what it takes to be a member in good standing
  - g. Ability to meet committee involvement requirement and interest in any specific committees
  - h. HIV disclosure issues

5. In addition, the panel and applicant discuss Planning Council policies and procedures and expectations for compliance, including the following:

- a. Statement of Commitment
- b. a. Code of Conduct
- c. b. Confidentiality
- d. c. Form 700 and Conflict of Interest
- e. d. Committee Assignment
- f. e. Bylaws
- g. f. Mission Statement/Vision Statement
- h. g. Meeting locations
- i. h. Council approval process
- j. i. Council information – Membership Packet

6. CDC ~~members~~panels are informed of the applicant's HIV status, but this information must be kept confidential and not disclosed to anyone outside the Committee unless the individual has indicated a willingness to be publicly disclosed on his/her membership application.

7. After the applicant leaves, members continue their discussion and then provide in writing their ratings of vote either in favor of or against recommending the applicant to the Planning Council for membership on each question or topic area.
  - a. The CDC ~~and~~ rates applicants on a set of standardized criteria/questions. as highly qualified (3), qualified (2), and (1) not qualified. The applicant interview responses are scored by each member of the CDC or panel and averaged for a total rating.
  - b. Applicants must be recommended by a majority of the Committee members conducting the interview in order to be recommended for membership.
  - c. All applicants that have a mean score of 2.0 or more when scores on all criteria are averaged are considered by the Council Development Committee in selecting nominees for Planning Council membership. Their applications are kept on file for one year.

Formatted: Bullets and Numbering

8. To ensure that all applicants are reviewed objectively, a CDC officer or member who is related to or closely acquainted with the applicant, believes s/he has a conflict of interest, or for any reason is unable to provide an impartial review of the applicant's qualifications for membership, is excluded from the applicant interview and from the CDC's discussion and vote concerning that applicant.

~~9. The CDC considers all qualified applicants (scores of 2.0 or higher) when a vacancy arises. A candidate must also meet representation and reflectiveness needs for the specific vacancy. If there are multiple candidates, the CDC recommends the individual who best meets current Council needs. Nominations are moved forward based on consensus if possible, and by majority vote if necessary.~~

Formatted: Bullets and Numbering

~~10.9.~~ Discussion about the applicant and application is confidential and subject to the rules of confidentiality specified in the Bylaws and in this Manual.

Formatted: Bullets and Numbering

~~11.10.~~ The CDC presents to the ~~Executive Committee~~ Planning Council the candidates it recommends for each available membership position. At its option, the CDC may present more than one candidate for a position, for ~~Executive Committee and~~ Planning Council review and selection. ~~After Executive Committee review, the recommendations are forwarded to the full Council for review and action.~~ Each nominee approved by the Planning Council is forwarded to the Board of Supervisors for review and appointment by the Chair as CEO. The Planning Council provides the nominee's name, membership category, and other information requested by County Boards and Commissions.

Formatted: Bullets and Numbering

#### **Candidates not Recommended to the ~~Executive Committee~~ Planning Council**

1. Individuals who do not fit the current needs slate but were screened and rated positively ~~by the Council Development Committee (score of 2.0 or higher)~~ are held in a pool of qualified candidates. The candidates are told that their nominations will remain active for a period of one year, and are urged to join a committee of the Council to learn more while awaiting possible nomination to the Planning Council.
2. Applicants NOT recommended for interview and those NOT recommended for membership following the interview ~~due to ratings below 2.0:~~
  - a. Receive a letter from the Planning Council Manager indicating the Council's decision and thanking the applicants for their interest – with a reason given where appropriate
  - b. Are encouraged to join the Empowerment, Planning, or Quality Management Committee

#### **Renewal of Membership**

1. At the beginning of the annual open nominations process, the CDC support staff prepares a list of members whose terms will end that December and who are eligible for renewal of their membership.
2. Each member on the list is contacted by the CDC support staff, in order to determine whether the member wishes to be reappointed. Such contact may be made by regular mail, overnight mail, fax, or e-mail, and includes a Renewal Form, which the Council member is expected to return to the CDC's assigned support staff by a specified deadline. Failure to do so may jeopardize a member's consideration for reappointment.

3. No later than the October CDC meeting, the CDC discusses and votes to recommend or decline to recommend a Council member's reappointment. The decision is made by a simple majority vote.
4. If the CDC recommends reappointment, the recommendation is forwarded to the [Executive Committee](#) and then the full Council along with other recommended candidates for the Council. The same process for review is followed as for other Council member nominees.

**Application for Renewal of Membership**

**Application for Renewal of Planning Council Membership**

*By submitting this form, you are requesting reappointment to the Inland Empire HIV Planning Council. The information on this form will be used by the Council Development Committee and may be shared with the Executive Committee, Council, and office of the Board of Supervisors for use in decision making about your application. It will not be shared publicly.*

**Name:** \_\_\_\_\_

**Contact Information:**

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please answer the following questions:**

1. What membership category do you currently fill? [Circle the appropriate letter or letters]
  - a. Health-care providers, including federally qualified health centers
  - b. Community-based organizations serving affected populations and AIDS service organizations
  - c. Social-service providers (including housing and homeless-services providers)
  - d. Mental health providers
  - e. Substance abuse providers
  - f. Local public health agencies
  - g. Hospital planning agencies or health-care planning agencies
  - a. Affected communities, including individuals with HIV disease or AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B

or C, and historically underserved groups and subpopulations [includes unaffiliated consumers of Part A services]

- h. Non-elected community leaders
- i. State Medicaid agency
- j. State agency administering the Part B program
- k. Ryan White grantees under Part C and Part D (If there is no Part D [grantee-Ryan White Program Staff](#) in the EMA or TGA, representatives of organizations in the EMA or TGA with a history of serving children, youth, and families living with HIV)
- l. Grantees under other Federal HIV programs (including HIV prevention programs)
- m. Formerly incarcerated PLWH or their representatives
- n. Don't know

2. Are you seeking renomination in the same category? \_\_\_ Yes \_\_\_ No

If no, what other category(ies) are you eligible to fill?

- a. Health-care providers, including federally qualified health centers
- b. Community-based organizations serving affected populations and AIDS service organizations
- c. Social-service providers (including housing and homeless-services providers)
- d. Mental health providers
- e. Substance abuse providers
- f. Local public health agencies
- g. Hospital planning agencies or health-care planning agencies
- h. Affected communities, including individuals with HIV disease or AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations [includes unaffiliated consumers of Part A services]
- i. Non-elected community leaders
- j. State Medicaid agency
- k. State agency administering the Part B program
- l. Ryan White grantees under Part C and Part D (If there is no Part D [grantee-Ryan White Program Staff](#) in the EMA or TGA, representatives of organizations in the EMA with a history of serving children, youth, and families living with HIV)
- m. Grantees under other Federal HIV programs (including HIV prevention programs)
- n. Formerly incarcerated PLWH or their representatives

3. Please describe your most important contributions to the Planning Council during your past term.

4. Please describe your committee membership and involvement – what committee(s) did you join and how active have you been?

5. Are there any areas in which you fell short as a Council or committee member?  
\_\_\_ Yes \_\_\_ No If yes, what do you plan to do to improve your involvement or performance in those areas?

6. How would you describe your level of attendance at Council and committee meetings?

Council meetings: \_\_\_ High \_\_\_ Moderate \_\_\_ Low  
Committee meetings: \_\_\_ High \_\_\_ Moderate \_\_\_ Low

7. If you are reappointed to the Planning Council, what commitments can you make about your participation and accomplishments?

8. If you are reappointed to the Planning Council, on what committee(s) and/or subcommittees would you like to serve?

- Executive Committee subcommittees:
  - Evaluation of the Administrative Mechanism Subcommittee
  - Bylaws Subcommittee
  - Grievances Subcommittee
- Planning Committee
  - Needs Assessment
  - Comprehensive Plan
  - Priority Setting and Resource Allocation
- Council Development
  - Empowerment
  - Care Strategy or Quality Management
  - Standards
  - Evaluation

9. Are you interested in chairing a Committee?  Yes  No

10. Please provide any other information you feel the Council Development Committee should have in order to consider your renomination.

### Presentation of Recommended Applicants

1. An applicant for Planning Council membership, or a slate of applicants if multiple positions must be filled, is presented to the ~~Executive Committee and then to the~~ full Planning Council by the CDC Chair or Co-Chair. This presentation role may be delegated to the Community Co-Chair.
2. Each applicant has the option of making a statement of up to three (3) minutes to the Council or providing Council members with up to one (1) written page of information.
3. Council approval of the nomination requires a simple majority of the Council members present.
4. Once the Council has indicated its support of one or more applicants for appointment to the Planning Council, PC support staff drafts a *Record of Action* to the Grantee. The ~~Grantee~~ [Ryan White Program Staff](#) forwards the nomination(s) to the Chief Elected Official, the San Bernardino County Board of Supervisors.
5. An individual recommended for membership takes office once s/he receives formal notice of appointment by the Board of Supervisors. In the interim period between recommendation to the CEO and appointment, nominees are welcome to attend Planning Council meetings, but cannot vote.

### Orientation

1. Once a new member has been appointed, PC support staff provides him/her with a copy of the Orientation Manual.

2. PC support staff, along with at least one officer and one representative of the Council Development Committee, provides an orientation for all new candidates within two weeks of appointment, or at the Planning Council member's first available time.
3. The orientation includes presentation and discussion on at least the following:
  - a. Roles and responsibilities of the Planning Council and how they relate to those of the [Grantee Ryan White Program Staff](#)
  - b. The Council's Bylaws, policies, and procedures
  - c. The committee structure and opportunities for committee membership
  - d. Expectations of individual members
  - e. The Planning Council's calendar of meetings and events
  - f. Questions and areas of concern
4. Each new member is assigned an experienced Planning Council member, if needed, to serve as mentor for the first six months of his/her term. This member sits next to the member at meetings, answers questions, and is available between meetings to provide information and help the new member become actively involved in the Planning Council and the assigned committee.

## Reasonable Accommodation

### Policy

The Planning Council and its committees shall accommodate the special needs of members who identify themselves as disabled.

### Procedures

1. Members who identify themselves as disabled may complete a confidential *Request for Accommodation* form to identify specific needs for accommodation. The information included on the form remains confidential according to guidelines established by the Council.
2. Planning Council staff keep the *Request for Accommodation* form on file and shall use the information provided to make any necessary arrangements for assistance.
3. The Planning Council holds meetings at facilities that meet Americans with Disabilities Act (ADA) guidelines for physical access.
4. The Planning Council provides bottled water at all meetings.
- ~~5. The Planning Council provides meals at meetings that are held at meal time and at meetings that last more than four hours.~~
- ~~6-5.~~ The Planning Council provides simultaneous interpretation services for monolingual non-English speaking members at all regular Council and Committee meetings upon request, as required by law. The request for an interpreter must be made [24-72](#) hours in advance.

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

## Request for Accommodations Form

Please submit this form to [Planning Council support staff](#) [Planning Council Staff](#). If your needs are ongoing, you need to submit it only once. If your special accommodations needs are temporary, they will be in effect until the date you specify. Please inform staff if that date changes. Please notify staff as soon as you can and at least 24-72 hours in advance of the meeting whether you will be attending, so that appropriate arrangements can be made. This form will be kept confidential.

Name: \_\_\_\_\_

Contact Information: Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I am a member of:  The Planning Council

The following committees: \_\_\_\_\_

\_\_\_\_\_

I require the following special accommodations: [Check all that apply]

Accessible meeting space

For consumers: wheelchair-accessible transportation

Sign language interpretation

Interpretation in the following language: \_\_\_\_\_

Other (specify) \_\_\_\_\_

This is:  An ongoing need  A temporary need, through \_\_\_\_\_ date

Please provide any other relevant information related to your needs, to help us meet them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Attendance

### Policy

Planning Council members are expected to attend at least two-thirds of the regularly scheduled meetings of the Planning Council each calendar year and to join and attend two-thirds of the regularly scheduled meetings of at least one committee or subcommittee. Members are also expected to participate in required annual data presentations and in the Priority Setting and Resource Allocations meeting.

### Procedures for Monitoring and Enforcing Attendance Policy

1. The Council Development Committee is responsible for monitoring attendance of all PC members and committee members at all Planning Council, committee, and subcommittee meetings and at required training or other activities. ~~Planning Council support staff~~[Planning Council Staff](#) and Council and Committee leaders assist with this process:
  - a. The assigned support staff member verifies attendance at all Planning Council, committee, and subcommittee meetings by circulating an attendance sign-in sheet. Council staff work closely with the Council Secretary and Committee Chairs to ensure accurate tracking and sign in sheets.
  - b. The Secretary of the Planning Council monitors Council meeting attendance, and signs off on Planning Council meeting attendance sign in sheets.
  - c. Committee and subcommittee Chairs monitoring committee and subcommittee meeting attendance and the accuracy of their committee attendance sign in sheets.
  - d. All sign-in sheets go to CDC support staff responsible for monitoring attendance, [along with the roll call sheets](#), and attendance data are then aggregated and tracked on a spreadsheet or similar list of members and meetings.
  - e. Minutes of all committees and subcommittees list the members who attended the meeting and those who were absent.
2. PC support staff provides the CDC with a ~~Quarterly~~[monthly](#) Attendance Report that includes a spreadsheet or similar list of members and meeting dates for the Planning Council and for each committee and subcommittee. The report indicates the date of each meeting or indicates when a meeting was not held, and provides the following information for each member and meeting for the calendar year to date:
  - a. PC members that attended the meeting in person
  - b. PC members that attended the meeting by teleconference or video conference,
  - c. PC members that did not attend but were on an approved Leave of Absence
  - d. PC members who did not attend the meeting and were not on Leave
3. The Council Development Committee reviews the Quarterly Attendance Report and identifies any member who is not meeting attendance requirements.
4. Based on this review, the CDC directs PC support staff to notify in writing any Planning Council member who is not meeting attendance requirements in the name of the Committee.
  - a. The member is given the option of improving attendance, taking a Leave of Absence, resigning, or being recommended to the CEO for termination on the basis of non-participation.
  - b. The Co-Chairs of the Council receive a copy of the letter to the member.
5. If the member does not ~~attend~~[attend both enough](#) Planning Council and committee meetings ~~to fulfill the annual two-thirds meeting attendance requirement during the next two months~~, the ~~Planning Council Staff will automatically submit a recommendation to CDC recommends to the Council that it~~ ask the CEO to remove the member for non-participation. ~~The recommendation is made first to the Executive Committee and then to the full Council, and then sent to the CEO.~~

### **Attendance-related Procedures**

1. All Planning Council members are expected to arrive at the announced starting time of a Planning Council, committee, or subcommittee meeting and remain until the announced adjournment time.
2. Members who need to arrive late or leave early is expected to notify the appropriate support staff or committee or subcommittee Chair or Co-Chair prior to the beginning of the meeting.
3. If a member is unable to attend a meeting, he/she is expected to notify the appropriate support staff, A Council Co-Chair, or a Committee Chair or Co-Chair.
4. The Chair or Co-Chair running a Planning Council, committee, or subcommittee meeting is expected to be mindful of the timeframe of the meeting. If a meeting needs to continue past the adjournment time, the Chair or Co-Chair asks the members for their approval. Unanimous approval is required to continue past the adjournment time. If unanimous approval is not obtained, the Chair or the Co-Chair adjourns the meeting regardless of whether or not there is a quorum.

### **Leave of Absence**

1. The Bylaws make provision for a Planning Council member to take a Leave of Absence, when s/he is unable to participate in Council activities for a limited period of time but wants to remain a member of the Council.
2. Any member of the Council may request a leave of absence for the following reasons:
  - a. Long-term personal illness
  - b. Long-term family illness
  - c. Death in the family
  - d. Employment-related reasons
  - e. Educational-related reasons
  - f. Other reasons as explained by the Council member
3. A leave of absence may be granted for a period of up to three (3) months. Only one Leave of Absence may be granted per calendar year, unless otherwise decided by the CDC. Under unusual circumstances, a second Leave of Absence may be granted for an additional three (3) month period. A Council member may not take than six (6) months of Leave of Absence in any calendar year.
4. It is the member's responsibility to contact the Community Co-Chair or the CDC Chair or Co-Chair or support staff by telephone, e-mail, or fax to request a Leave of Absence. The request must include:
  - a. Reason for the request
  - b. Desired start and end date for Leave of Absence
5. Approval for a leave of absence is recommended by the CDC by a majority of vote of its members, and brought to the ~~Executive Committee and~~ Planning Council for action.
6. During the period of the Leave of Absence, the Council member does not participate in Council activities, is not counted as a member for quorum purposes, and is treated like a member of the public if s/he attends a Council or committee meeting.

7. A Leave of Absence has no effect on a Council member's membership status or the end date of the member's term. However, a Leave of Absence will not be granted if the individual's term as a Council member would end before the proposed end of the Leave of Absence, since this would have the effect of extending the member's term.
8. If for any reason a Council member is not be able to return after a Leave of Absence, the CDC first requests that the member resign from the Council. If a resignation is not received, the CDC takes action to recommend termination of membership based on non-participation, as described in the Attendance section.

This document reflects:

San Bernardino County Counsel Review:  
IEHPC Review & Comment:  
Department of Public Health Administration Review & Approval:  
SB County Board of Supervisors Approval  
IEHPC Request for Revisions:  
Ryan White Program Review of Revisions and Recommendations:  
Department of Public Health Administration Review & Approval:  
San Bernardino County BOS approval:

(2) Composition: At least one third must be PLWH.

#### **e. Council Development Committee**

(1) Responsibilities: The responsibilities of the Council Development Committee shall include:

- (a) Development and implementation of ongoing recruitment and screening of potential Council members, using an open nominations process approved by the Council,
- (b) Recommendation of candidates for Council appointment to the Council and then to the San Bernardino County Board of Supervisors, both annually as terms end and throughout the year, whenever a vacancy occurs,
- (c) Development and presentation of a slate of candidates for the officer positions each year, and of candidates to fill any officer vacancies during the year,
- (d) Orientation and training of Council members,
- (e) Monitoring of member participation, including attendance at Council and committee meetings, and
- (f) Monitoring to ensure that the Council's membership meets legislative requirements and HRSA standards, is representative of required membership categories, reflective of the epidemic in the TGA, and includes at least one-third (1/3) unaffiliated consumers of Part A services.

(2) Composition: At least one (1) member who is a PLWH, and at least one (1) other member who is a person of color.

#### **f. Empowerment Committee**

(1) The responsibilities of the Empowerment Committee shall include:

- (a) Fostering awareness of HIV/AIDS and the role/mission of the Council in the communities of the TGA, and support for programs assisting PLWH,
- (b) Serving as a sounding board and line of communication between the TGA and populations that are historically and newly identified as being underserved,
- (c) Promoting consumer education about the services available through Part A,
- (d) Making recommendations to the Council to achieve equitable delivery of high quality, culturally competent services to all eligible



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

**Maxwell Ohikhuare, MD**  
County Health Officer Co-Chair

**Henry Nickel**  
Community Co-Chair

# Council Development Committee

Tuesday, December 13, 2011  
1:00pm-2:30pm

## Meeting Location\*

Riverside County  
Beaumont Civic Center  
550 E. 6<sup>th</sup> St.  
Beaumont, CA 92223  
(909) 388-0426/PCS Mobile (909) 693-0750

\*Teleconferencing is not available at this location.

*These facilities are in compliance with the Americans with Disabilities Act of 1992.*

## Minutes

**Attendees:** J. Houchen, K. Owens, A. Ziven, T. Evans, N. Wyatt, G. French, A. Haro

**Guest:** J. Acosta

**PCS:** A. Soria

---

**1:00**

**1. Call to Order**

- Roll Call\*
- Introductions

T. Evans

---

**2. Public Comments<sup>1</sup>**

J. Acosta commented on the passing of Steve English.  
He added the committee should review the renewals  
individually.

Members of the Public

---

**3. Members Privilege**

G. French shared a statistic stating only 28% of PLWH have  
the HIV under control. He also added that FAP is having a  
client holiday party on December 15 at the Claremont office  
and a surprise retirement party for Dr. Howard Newsome.

PC Members

---

**4. Approval of Agenda<sup>2</sup>**

Motion/Second: J. Houchen/G. French  
Motion carried.

T. Evans

---

**5. Approval of Minutes<sup>2</sup>**

- 5.1 Minutes of October 13, 2011  
Motion/Second: N. Batista/G. French  
Motion carried.

T. Evans

---

---

## 6.1 Old Business<sup>2</sup>

### 6.2 IEHPC Membership Renewals (A-1)

Motion to accept V. Comstock no acceptance for a second term.

J. Houchen states he sad to lose such a valuable person.

All in favor. Motion carried.

Motion to accept the renewal of Ken Owens.

G. French/A. Haro

J. Houchen states he is not in support of K. Owens renewal. He states the issues the Council had over the past year were because of him.

Yays: 3 (N. Batista, G. French, A. Haro)

Nays: 1 (J. Houchen)

Motion carried.

Motion to approve the renewal of D. Wahl.

G. French/J. Houchen

All in favor. Motion carried.

Motion to approve the renewal of L . Ford-Watson.

J. Houchen/A. Haro

Motion carried.

Motion to appove the renewal of B. Orr.

T. Evans

J. Houchen/A. Haro

Motion carried.

Motion to approve the renewal of R. Bolton. GF/NB

Discussion: J. Houchen states he will vote no, due to lack of attendance and participation.

A. Haro agreed.

Yay: 2 NB, GF

Nay: JH, AH

Tied. TE voted Nay

Motion failed. R. Bolton will not be recommended for renewal.

J. Houchen made a motion not to recommend D.

Christenson for renewal. Motion failed due to lack of 2<sup>nd</sup>.

Motion to approve the renewal of D. Christenson.

NB/GF

Discussion: J. Acosta commented urging the committee not to recommend the renewal of D.

Christenson stating he can't go into detail but asked them to think twice before renewing him for a 2<sup>nd</sup>

---

---

---

term.

J. Houchen added his representation has not been positive.

Yay: NB/GF

Nay: JH/AH

Tied. TE voted Nay

Motion failed. D. Christenson will not be recommended for renewal.

T. Evans asked to change his vote on the 2 candidates not recommended for renewal. He asked for a motion to allow him to reconsider his vote so the council can make the decision as a group.

NB/GF entertained the motion.

All in favor. Motion carried.

Motion to approve the renewal of R. Bolton. JH/NB

Yay: GF/NB

Nay: JH/AH

Tied: T. Evans Abstained.

The Chair stated the Committee has no recommendation on the renewal of R. Bolton.

Motion to approve the renewal of D. Christenson.

JH/NB

Yay: NB

Nay: JH/AH

GF: Abstained.

Motion failed. The Chair stated the Committee has no recommendation on the renewal of D. Christenson.

### 6.3 Review Policies and Procedures

- Section Four Membership (A-2)

---

---

## 8. Public Comments<sup>1</sup>

None

Members of the Public

---

---

## 9. Members Privilege

None

PC Members

---

---

## 10. Review of Action Items

PCS will forward recommendations to PC in January.

PC Staff

---

---

## 11. Agenda Setting for Next Meeting

PC Members/ T. Evans

---

---

---

---

**12. Roll Call\***

PC Staff

---

---

**2:30**

**13. Adjournment**

T. Evans

---

---

<sup>1</sup> Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

<sup>2</sup> The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

\* Members must be present at both roll calls to receive credit for meeting attendance.

\*\* Attachment was not available at time of printing, but will be available at the meeting.

Requests for special accommodations (e.g., language translation) must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 388-0426.

All meetings of the Planning Council and its committees are open to interested parties from the general public. Notices are posted in compliance with the California Brown Act. Information regarding Planning Council meetings, and/or minutes of meetings are public records and are available upon request from the Planning Council Support Staff by calling (909) 388-0426 or by visiting the website <http://www.iehpc.org>.

Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 388-0426.